

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 02- 23 (P)
SUBJECT: Family Caregiver Support Program Data Reporting Revisions	DATE ISSUED: October 9, 2002
	EXPIRES: Until Superseded
REFERENCES: Program Memos 01-10(P), 01-11(P), 01-16(P), 02-14(P)	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input checked="" type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: Policy Update	
INQUIRIES SHOULD BE DIRECTED TO: Data Analysis and Regulations Team at (916) 322-1054	

The purpose of this Program Memo (PM) is to transmit the following new form [Supplemental Quarterly Service Report (CDA 272b)], and to provide additional instructions on reporting "other services" for the Title III E, National Family Caregiver Support Program. This is a temporary form to be used as an attachment to the 272 (rev. 07/02) until it can be fully integrated.

The California Department of Aging has reviewed and approved a new "other service" category not identified or defined in the original or revised Family Caregiver Support Program Service Matrix (rev. 07/02).

The following service has been added to Section 5-Supplemental Services:

Money Management - 1 Hour (Registered)

Definition:

- To provide assistance to a caregiver in the management of his or her income and assets. This may include, but not be limited to, payment of rent and utilities, purchase of food and other necessities, and payment of insurance premiums, deductibles, and co-payments.



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Reporting Requirements

A new Supplemental Quarterly Service Report (attached CDA 272b) has been developed to accommodate reporting Money Management services. The Quarterly Service Report form (CDA 272 rev. 07/02) will remain unmodified at this time. The total served in Section 5- Supplemental Services on the Quarterly Service Report form (CDA 272 rev. 07/02) should also include the number of caregivers receiving Money Management services reported on the new Supplemental Quarterly Service Report (CDA 272b).

Money Management is a **registered** service, requiring demographic profiles to be collected continually on caregivers and care receivers. Demographic profiles for this service should be included, along with all other service information in the Annual Profile Report (CDA 273) due August 30, 60 days after the end of the reporting period.

Reminder: **One-Time-Only or Baseline Funds-** Indicate which service type was provided by checking the appropriate box in the upper right corner of both the Quarterly Service Report (CDA 272 rev. 07/02) and the Supplemental Quarterly Service Report (CDA 272b). This may require that you submit two quarterly reports for one quarter, e.g., one for One-Time-Only Funds and one for Baseline Funds. Please see full instructions on CDA 272 from PM 01-11(P), issued July 3, 2001.

Original Signed by Lynda Terry

Lynda Terry
Director

Attachment

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One Time Only Funds

Baseline Funds

Family Caregiver Support Program

Supplemental Quarterly Service Report

Report Period Ending(Mo/Yr):

Report Submission Date:

P S A
Number:

Name of Agency Reporting:

Name of Person Completing Report:

E-mail Address:

Telephone No.

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Section 5 SUPPLEMENTAL SERVICES CONTINUED

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Money Management

Hours

* Total caregivers served by Supplemental Services on this form should be added to the total served in Section 5-Supplemental Services of the Quarterly Service Report (CDA 272 rev 07/02).